

INTERFRATERNITY COUNCIL (IFC) CHAPTER ACCOUNTABILITY PROCESS (CAP)

Philosophy and Goals of the IFC CAP

The IFC CAP should be educational in nature and should result in changed behavior patterns for chapters that violate University or IFC policies. In any accountability process, the involved chapter and students should learn from their mistakes. The IFC CAP should not consist solely of punitive outcomes, but rather should be focused on changing the behaviors and attitudes of the chapter to demonstrate improved operations and decision-making. In addition to the underlying educational nature of the process, the IFC CAP is intended to accomplish six goals:

1. Ensure that the chapter understands the implications of its action;
2. Ensure that the chapter does not participate in the action in the future;
3. Ensure that the chapter rectifies the situation;
4. Clarify the IFC's position on the action;
5. Help other chapters and students learn from the situation; and
6. Empower students to hold themselves and their peers accountable to the standards of Vanderbilt University, IFC, and to the founding principles of their own chapter.

This policy seeks to enforce University and IFC policy while also taking into account the rights of the identified chapter.

Jurisdiction

The IFC has jurisdiction over IFC fraternity chapters who violate Vanderbilt University policies and/or the Constitution, By-Laws, and other policies of the IFC. The IFC does not have jurisdiction over individual Greek members.

The nature and source of the IFC's jurisdiction is delineated in the Vanderbilt University Student Handbook, where it states "For matters specific to their areas and delegated to them by the Dean of Students or the Dean's designee, authority may also be exercised by the Interfraternity Council. The Dean of Students or Dean's designee reserves the right to void the delegation of authority at its discretion and refer the matter to the Student Accountability Process."

(www.vanderbilt.edu/student_handbook)

Referrals to Student Accountability typically occur when the violation is determined to be severe, persistent, or pervasive. If the charges could potentially lead to suspension or loss of recognition, the case shall be referred to Student Accountability for an Administrative Hearing.

Investigation Procedures:

Filing of Complaints:

Any individual, group, or Vanderbilt Office may file a complaint against a member chapter, specifying in writing the particular alleged acts of the accused. This must be done by submitting a complaint through one of the reporting mechanisms that exists at Vanderbilt

University. This is including but not limited to the Hazing Incident Report Form, Incident Reporting Form, or Vanderbilt University Police Department Report.

Investigator(s) handling the reported information, typically staff members from Student Accountability, Community Standards & Academic Integrity, will collect information about the alleged violation from an incident report or complaint, any witnesses, and/or the students involved. They will also collect such information from the alleged chapter, when necessary. The investigation will proceed with all deliberate speed. As outlined below, chapters are expected to perform their own internal investigation if requested and comply fully with IFC during the investigation. Anonymity will be honored in all accountability proceedings. Therefore, the chapter will not know the identity of the person(s) involved in or reporting the incident. The Dean of Students or Dean's designee will provide material information from reported parties and the investigation conducted by Student Accountability and/or police to the IFC Judicial Team for review and subsequent charging.

Privileges and Responsibilities of the Alleged Chapter

1. All chapters have the following privileges in the CAP:
 - a. The right to a timely accountability meeting or hearing;
 - b. The right to reasonable and complete notice of charges in writing;
 - c. The right to an explanation of charges;
 - d. The right to present a defense before the appropriate CAP authority;
 - e. The right to a ~~timely~~ notification of the findings of the accountability meeting or hearing and any sanctions imposed;
 - f. The right to a decision based solely on the facts presented in the reports and from the hearing; and
 - ~~g.~~ The right to an appeal. (See below)
2. Emphasis should be placed not only on the chapter's privileges, but also on its responsibilities. The investigator(s) and the IFC must inform the chapter of its responsibilities. The responsibilities of the chapter are as follows:
 - a. Cooperate with all investigating officers;
 - b. Respond to all inquiries and questions with complete honesty;
 - c. Become familiar with the CAP;
 - d. Meet timelines set during the CAP; and
 - e. Act in accordance with all procedures.
3. Should a chapter choose not to cooperate, the Dean of Students (or the Dean's designee) may adjudicate the case in an Administrative Hearing.

IFC CAP Information and Procedures

Notification of Charges

When the IFC Attorney General and the IFC Judicial Team has received information that University policies were allegedly violated, the member chapter is to be provided notification of

the charges and a brief description of the alleged violations. The chapter may be asked to conduct an internal investigation and be provided parameters on how to do so. The chapter will be expected to engage in conversations to schedule an IFC Accountability Meeting or Administrative Hearing in a timely fashion. Once chapters are aware of the charges, they are required to notify their inter/national organization. Following notification that chapter is being charged, the chapter will be given the opportunity to self suspend activities pending an outcome in the resolution process; in certain situations, the University may restrict an organization from engaging in specific activities (suspend social activities, cease and desist all organization operations, etc...) to protect the health and safety of the community.

Methods of Addressing Alleged Violations

The IFC Judicial Team may address alleged policy violations through any of the three methods detailed below. The decision as to which method to use will depend on a number of factors, which include, but are not limited to:

1. the nature and severity of the alleged violation(s);
2. the prior record of the chapter; and
3. the attitude or response of the chapter and its officers.

Similarly, three principal factors will determine sanctions for chapters held responsible for a violation:

- a. The nature and severity of the alleged violation
 - i. Flagrancy, premeditation, scope in relation to the chapter, and extent of the harm done to the chapter or community
- b. The chapter's prior record
- c. The attitude of the accused chapter
 - i. Internal response of the chapter
 - ii. Truthfulness and demeanor during the investigation

Responsibility for a violation must be proven by a "preponderance of the evidence;" in other words, the CAP authority must conclude it is more likely than not that the violation occurred.

If the case involves a chapter whose affiliation is represented by the President, Vice President, Attorney General, and at-large IFC Executive Board Member, they are to recuse themselves from the case and be replaced by another IFC Executive Officer (voted on by IFC chapter presidents). If there are significant conflicts of interest across the IFC Executive Board, an Administrative Hearing can be held (detailed below).

Event/Property Management Issue Corrective Action Process

- a. In cases where the alleged violation(s) is(are) deemed relatively minor in light of the above-listed factors (1-3) and relates only to event or property management, the IFC may decide to not charge the chapter (described above) and proceed with the Event/Property Management Issue Corrective Action Process instead.
- b. Upon being notified of a chapter's alleged violation, the chapter president must complete a Corrective Action Report within 3 days. An extension may be

proactively requested from the IFC before the end of the 3 day period, if necessary for academic purposes.

- c. If the chapter's Corrective Action Report is insufficient, the IFC will consult with the chapter president and request a revised Corrective Action Report. If the chapter's Corrective Action Report continues to be insufficient, the IFC may address the issue through an IFC Accountability Meeting instead.
- d. Nature of the Event/Property Management Issues
 - i. Should the Event/Property Management Issue involve alcohol or drugs, an Accountability Meeting or Administrative Hearing are the only options for resolution.
- e. Repeat Event/Property Management Issues
 - i. A violation will be considered a repeat issue if it falls into the same category (Event Management or Property Management) and it occurred at any time in the current semester. Violations occurring further back than the current semester may be taken into consideration, if applicable and at the discretion of the IFC.
 - ii. In the case of a first repeat issue, the chapter must submit another Corrective Action Report. The same procedures outlined above will apply.
 - iii. In the case of a second repeat issue, the chapter must participate in an IFC Accountability Meeting.

IFC Accountability Meetings

- a. In cases where the alleged violation(s) is(are) deemed not severe, pervasive, or persistent in light of the above-listed factors, the IFC may proceed with an Accountability Meeting. The Accountability Meeting involves the IFC Vice President, IFC Attorney General, IFC President, and representatives from Student Accountability, Community Standards and Academic Integrity and Greek Life.
- b. Procedures
 - i. The chapter's president (or designee) will be required to attend ~~an~~ [the IFC](#) Accountability Meeting and may bring up to two other members from his chapter.
 - ii. The IFC Accountability Meeting will proceed as follows:
 - a. The chapter will be reminded of the charges faced
 - b. The chapter will have the ability to enter a plea of responsible or not responsible for each charge
 - c. The chapter will take the IFC judicial team through their internal investigation or summarize salient information in response to the charges or the factors the panel will assess in determining outcomes
 - d. The chapter will answer questions from the IFC Judicial Team as well as advisers from Greek Life and Student Accountability

- e. If pleading responsible to any charges, the chapter will also be provided an opportunity to raise educational components of their potential Accountability Action Plan (AAP) to help the IFC Judicial Team understand what requirements may help the chapter be successful moving forward
 - f. The chapter representatives will then be temporarily dismissed and the IFC Judicial Team will enter deliberations
 - iii. The IFC Judicial Team's deliberations will proceed as follows:
 - a. The IFC Judicial Team will review the pertinent information from the investigation and the testimony of the chapter
 - b. The IFC Judicial Team will proceed to discuss and decide the question of responsibility. The proof that a chapter is responsible of a charge must satisfy a "preponderance of the evidence" (or, more likely than not) standard. A majority of the IFC Judicial Team must vote "responsible" to find the chapter responsible. Advisers from Greek Life and Student Accountability do not vote but may assist the IFC Judicial Team in its deliberations.
 - c. If the IFC Judicial Team finds the chapter not responsible for all charges, the process ends.
 - d. If the chapter is found responsible for any charges, the IFC Judicial Team will determine a fitting sanction based upon 1) the nature and severity of the alleged violation 2) the chapter's prior record and 3) the attitude of the accused chapter
 - e. As part of sanction determinations, the IFC Judicial Team will also determine Accountability Action Plan requirements. The AAP will serve as a plan to create change in the chapter and to assist the chapter in avoiding similar violations in the future.
 - f. The chapter will be asked to return and the outcome of the process will be verbally reviewed. Any collaborative engagement on the execution of Accountability Action Plans may also be discussed.
 - g. The chapter will later receive an outcome letter that formalizes all decided in the IFC Accountability Meeting

Administrative Hearing

- a. The Dean of Students (or the Dean's designee) may assume original jurisdiction of any IFC judicial matter to resolve the matter through an administrative hearing process. This action will be utilized at the professional discretion of the Dean of

Students (or the Dean's designee). Procedures will mirror those described in Chapter 3 of the Student Handbook.

Appeals

Appeals will be heard by the Appellate Review Board for Co-Curricular Matters as outlined in Chapter 3 of the Student Handbook. A Petition for Appeal Form, also found in Chapter 3 of the Student Handbook, must be submitted no later than ten (10) calendar days following the date the chapter was notified of the outcome of the CAP. Requests for extensions must be submitted to appeals@vanderbilt.edu prior to the expiration of the ten-day period. Restrictions may be extended or placed on the organization pending outcome of the appeal. .

The grounds for appeal are as follows:

1. Procedural irregularities sufficient to affect the determination of the original authority;
2. Insufficient information to support the decision of the original authority;
3. Harshness of the sanction imposed by the original authority sufficient to show an abuse of discretion by that authority; and
4. New evidence that was not reasonably available for presentation to the original authority, the introduction of which may reasonably be expected to affect the decision of the original authority.